

Appendix I

Travel Policy

Only the pertinent pages of the State of Nevada State Administrative Manual pertaining to the regulations that must be followed by local agencies have been reproduced here. State agencies must adhere to the entire travel section.



State of Nevada
TRAVEL EXPENSE REIMBURSEMENT CLAIM
 (SEE STATE ADMINISTRATIVE MANUAL 0200 FOR TRAVEL REGULATIONS)

Social Security Number

Official Station

I do not have a travel advance

 I do have a travel advance from my agency or State Treasurer

Agency Approval

P - Plane X - Passenger in Car
PP - Private Plane PT - Public Trans: Subway, City Bus
PC - Private Car SC - State Car: Motor Pool or Agency Car
OT - Other: Limousine, Taxi, Shuttle, Rental Car, Inter-City Bus, Rail

A - ATM Fees* I - Incidental Expense

State Officer or Employee

Board or Commission Member

Independent Contractor Whose Contract

Provides for Travel

[illegible]

***Receipts are required for:**
 "Other" transportation expenses
 ATM and bank transactions
 out-of-state hotel & transportation expenses

Traveler is personally liable for repaying advances and Travel Card charges.

This form is used for the State to reimburse the traveler and must be submitted within one month of completion of travel unless prohibited by exceptional circumstances (SAM 0220.0).

TRAVEL 0200

REIMBURSEMENT OF TRAVEL EXPENSES

0202.0

NRS §281.160 outlines the State's statutes regarding travel and subsistence for State officers and employees.

BOARD OF EXAMINERS' TRAVEL POLICY

0204.0

It is the Board of Examiners' policy that travel should be by the least expensive method available when such factors as total travel time, age of traveler, availability of agency cars or State motor pool cars, and cost of transportation is considered.

Advanced planning for travel will allow for the purchase of airline tickets at discounted rates. Air coach is recommended to all areas service.

AGENCY POLICY REGARDING TRAVEL

0206.0

Because of the variety of situations faced by State agencies, detailed rules are not specified in SAM. The Board of Examiners instruct agencies to carefully review travel requirements and to adopt detailed policies consistent with the Board of Examiners' travel policy and with the legislatively approved travel budget authority. These policies may include, but are not limited to:

1. The hours and conditions during which an employee will be allowed to claim meals.
2. Overnight lodging within 50 miles of principal station.
3. Combining State business and personal travel.
4. Out-of-State travel requests.
5. Employees traveling as members of non-state agencies.
6. Use of private aircraft.

An approved copy of the agency policy must be filed with the Post Review Section of the Division of Internal Audits, Department of Administration.

AGENCIES ADOPTION OF LESSER TRAVEL REIMBURSEMENT RATE

0208.0

NRS §281.160 (6) allows an agency to adopt a rate of reimbursement less than the amounts specified in NRS §281.160 (1) where unusual circumstances make that rate desirable. An agency adopting such rates, must submit their proposed policy to the Board of Examiners for approval. The lesser rates may not be adopted until such approval.

A person employed by an agency that has adopted a lesser reimbursement rate shall be reimbursed in accordance with the agency regulations. Members of boards, contractors, and commissions will be reimbursed at the State rate.

AGENCY ACCOUNTING OF TRAVEL EXPENSES

0210.0

All travel expenses of State employees will be charged to the budget account specifically appropriated or authorized to provide for employees' salary and/or travel expenses. The Budget Division must approve all exceptions to this rule in advance of the travel.

TRAVEL STATUS - IN-STATE

0212.0

1. People in travel status shall receive \$5.50 for breakfast, \$6.50 for lunch, \$14.00 for dinner, \$58.00 for weekday lodging expense and up to \$2.00 per day for incidental expenses (fees for luggage carts, metered parking, subway/bus use, toll charges and tips). Receipts are not required for these travel rates. Employees may voluntarily claim amounts less than the established rates, based on actual expenses. Reimbursement may not be requested for meals served in-flight as part of the airfare or for meals included in conference registration fees.
2. People who are required to travel on weekends (Friday and Saturday) to serve the needs of the public are entitled to reimbursement of lodging expenses to a maximum of \$90.00 per night. Receipts must accompany reimbursement requests.
3. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, railroad tickets, etc.). Receipts must accompany reimbursement requests.
4. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. On or before July 1 of each year, the Department of Administration shall issue an All-Agency memorandum reflecting the current rate. That rate will be in effect throughout the fiscal year.
5. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.

TRAVEL STATUS - OUT-OF-STATE**0214.0**

1. People in travel status shall receive \$5.50 for breakfast, \$6.50 for lunch, \$14.00 for dinner, and up to \$2.00 per day for incide expenses (fees for luggage carts, metered parking, subway/bus use, toll charges and tips) without a receipt. Reimbursement may be requested for meals served in-flight as part of the airfare or for meals included in conference registration fees. Agencies request reimbursement of incidental expenses in excess of \$2.00 per day without a receipt require prior approval by the Budget Division must be included in the agency's detailed written travel policy required in SAM 0206.0.
2. Employees will be reimbursed for actual lodging expenditures up to \$90.00 per night. In New York, San Francisco, Washington and vicinity, Chicago, Dallas, Denver and Los Angeles, the maximum rate will be \$150.00 plus tax. Receipts must accompany reimbursement requests if the cost exceeds the in-state lodging rate. When requesting reimbursement for higher room rates, employee must get pre-approval by their cabinet level department head or their designee and must attach a copy of the approval their reimbursement request.
3. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles commercial transportation costs (i.e., taxi, railroad tickets, etc.). Receipts must accompany reimbursement requests.
4. The Board of Examiners has approved a meal rate for employees traveling outside the United States, commensurate with the U.S. Department of State's meal allowances for foreign cities as listed in the U.S. Department of State's publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current foreign per diem rates can be accessed at the U.S. Department of State's website <http://www.state.gov/m/a/als/prdm/>.
5. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. On or before July 1 of each year, the Department Administration shall issue an All-Agency memorandum reflecting the current rate. That rate will be in effect throughout the year.
6. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.
7. When an employee is traveling out-of-state for longer than one week, he may be reimbursed for the cost of having his clothes laundered. Receipts must accompany reimbursement requests.

AIR TRANSPORTATION BETWEEN LAS VEGAS AND RENO**0216.0**

The State and Southwest Airlines (SWA) have entered into an agreement to provide air transportation for all State employees, non employees, and members of boards and commissions who travel between Las Vegas and Reno on official business. The contract requires SWA to provide this service at a fixed one-way rate. Each Reno/Las Vegas travel segment booked, either direct through SWA or by a travel agency, will include federal tax, airline tax, and an airport facility charge in addition to the fixed one-way rate. The current approved contract amount can be obtained from the "Good of the State Contracts" section of the Purchasing Division's website at www.state.nv.us/purchasing from the Purchasing Division's Services Section at 775-684-8671.

If SWA is not utilized, an exception form must be filled out and signed by the employee and approved by the Department/Division Director and attached to the voucher paying the airfare.

To purchase airline tickets, an agency can either contact SWA direct or use one of the travel agencies with which the State has agreements (Contact the Purchasing Division's Services Section at 775-684-8671 for the names of these travel agencies and the guidelines on how to access these contracts.) The current travel contract requires the use of the Diners Club ghost account, ticketless travel, and allows for ticket change per service fee.

BONUS FLIGHT POINTS**0217.0**

Several commercial airlines allow the accumulation of free bonus flight points to travelers based on miles flown or as an inducement to travel with that airline. Any flight bonus points received by State agencies or State employees as a result of State-paid air travel should, when possible, be used by the agency to meet State travel needs.

USE OF RENTAL CARS**0218.0**

The Motor Pool must be used when available before rental cars for in-state travel. When not available, or when traveling out-of-state, a rental car may be used when rented from companies with which the State has agreements. (Contact the Purchasing Division's Services Section at 775-684-8671 for the names of these companies, and the guidelines on how to access these contracts.) **When renting from these companies it is not necessary to purchase collision damage waivers, as these protections are already included in the negotiated override agreement. Should an employee be required to rent a vehicle outside of these agreements, he/she should, if possible, rent the vehicle using the State facilitated credit card (currently Diners Club), which provides coverage for physical damage to the rented car.**

FILING TRAVEL CLAIMS**0220.0**

All claims for travel reimbursement to an individual should be filed on a TE "Travel Expense Reimbursement Claim" form. All relevant a of the TE form must be completed including the destination, purpose of trip, and original signatures. The claimant should sign attesting to accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel cla should be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as authorizing signature any travel voucher made out in his own name unless he is the head of the agency.